

**SAMPLE AGENDA LETTER  
FOR DISCOVERY TELECONFERENCES**

[Date]

**BY ELECTRONIC FILING**

The Honorable Gregory M. Sleet  
U.S. District Court  
District of Delaware  
844 N. King Street  
Unit 19  
Wilmington, DE 19801-3569

Re:    Caption; Civil Action No.

Dear Judge Sleet:

In anticipation of the discovery teleconference scheduled for **[insert date]** at **[insert time]** in the above-captioned matter, the parties jointly submit the following items to be presented to the Court:

**Plaintiff's Issues:**

- “Defendant’s failure to produce documents”
- “Deposition of expert witness”

**Defendant's Issues:**

- “Plaintiff’s supplemental responses to interrogatories”

Respectfully,

[Counsel of Record]

cc:    Clerk of the Court  
      Opposing Counsel